Departmental Approvals

All requisitions entered in CUNYBuy must be approved before any purchases are made. These approvals are required for all requisitions including ones that are initiated through the Marketplace and those that are non-Marketplace requisitions.

The requisition approval process in CUNYBuy differs from the CUNYFirst approval process. The approval workflow is based on the following criteria:

- The department associated with the requisition.
- The dollar value of the requisition.
  - A requisition with value of less than $2,500 requires one level of approval (Department 1 approval).
  - A requisition with value of $2,500 - $10,000 requires two levels of approval (Departments 1 and 2).
  - All requisitions with value of $10,000 or greater requires three levels of approval (Departments 1, 2, and 3).

Unlike CUNYFirst, there is no requirement for supervisor approval.

Budget Status: It is important to note that the budget will have been checked in the system **before** the requisition is available for approval. This budget check is initiated automatically and will pre-encumber the funds for the requisition provided there is sufficient budget available.

1. Log into CUNYBuy.
2. Click on the **Action Items** flag icon at the top right of the page to view action items.
3. Click **Requisitions** to view the list of requisitions waiting for approval.
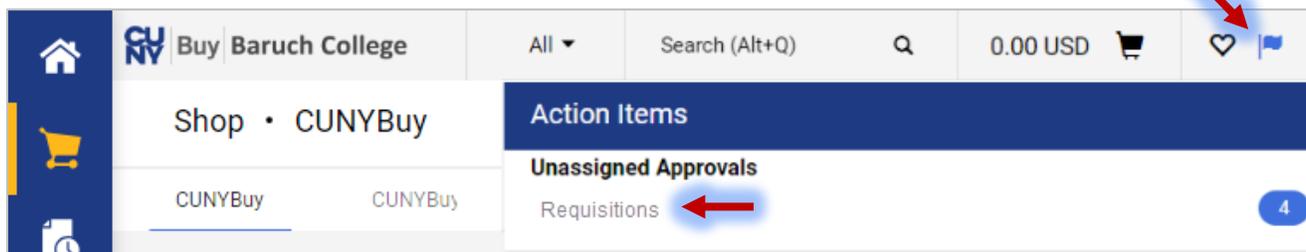
There are two other ways to access requisitions:

#1 Click on the **Orders** option in the left-hand menu, select **Approvals**, then select **Requisitions to Approve**.

#2 Locate the **Approval/Action Items** section on your homepage. Click on **Requisitions to Approve.**

Approval/Action Items ...

Requisitions To Approve ①
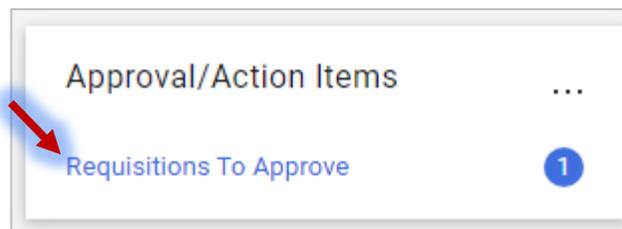
4. Click on the heading to expand the list of requisitions waiting for approval.

5. Click on the **Requisition Number** to be approved.

	REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	CREATOR	AMOUNT	
☐	3799507	DELL MARKETING LP ⊘ STCK	Not Assigned	6/22/2023 11:51 AM	Danielle Brothers	5,000.00 USD	📎 ◻ 👤

CTYPR IT CATEGORY APPROVAL ①

Requisition Name — CREATIVE WRITING — **Folders** — 0 Days in folder
No. of line items — 1
This PR has notes — ✓
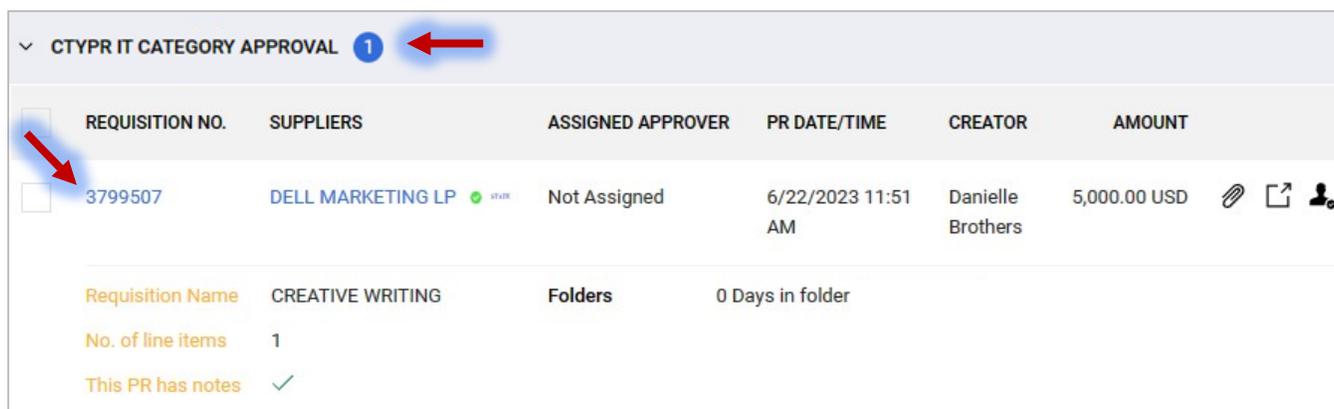
6. Click the **Assign to Myself** button in the top right of the page. It is best practice for the approver to assign the requisition to themselves. Then only this approver can work on this requisition.
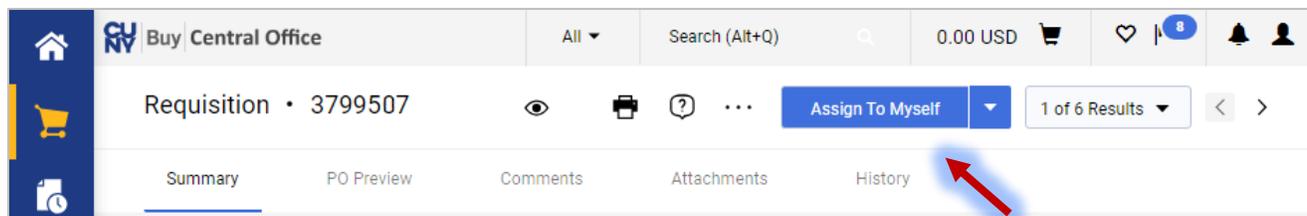
7. Note the Department Approval sections in the workflow section on the right side of the screen. Click each Department Approval heading to view the names of the approvers in each department.

Note: If an approver is listed in multiple steps, they **must** go to the last step they are listed to approve. The system will not allow an approver to approve multiple times.

Department 1 Approval ...
Active

HOSPR - DEPT_80274_Approval1

Arnaldo Bernabe
NoBody@cuny.edu

Su Ng
NoBody@cuny.edu

Department 2 Approval ...
Future

Department 3 Approval ...
Future

HOSPR - DEPT_80274_Approval3

Arnaldo Bernabe
NoBody@cuny.edu
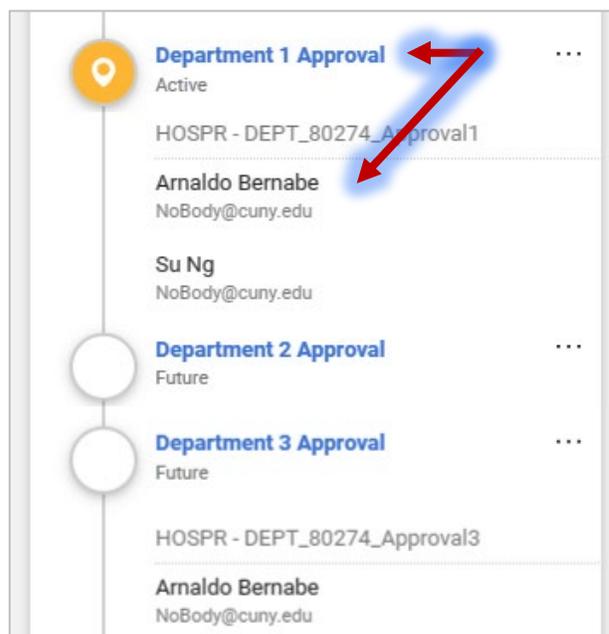
8. Prior to approval, the approver must review all details of the requisition, based on CUNY and Campus policies and procedures, including:
   o Accounting information (chartfields);
   o Detailed line information;
   o Accounting data, to ensure it is accurate for the purchase;
   o Verifiable business need.

9. Click on the dropdown next to the **Approve/Complete Step** menu to view approver options:

Approve the requisition
   o If the value of the requisition is less than $2,500, an approval by a Department 1 approver will complete the approval workflow. Requisitions with values $2,500 or greater will require additional approvals.
   o For items that require specific category approvals (IT, furniture, legal) a category approver must also approve this requisition before it can be moved to purchasing.
   o Requisitions that are initiated through the Marketplace will be sent directly to the Supplier when the Requisition Workflow is completed.
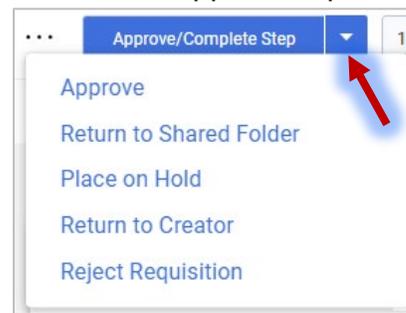
Return to Creator
   o If there are changes that need to be made to the requisition – such as additional justification, chartfields changes, etc., the approver can elect this option. In this situation, the approver **must** provide comments on the changes required.
   o The **Creator** can then make the requested changes and resubmit the requisition.
   o In these cases, the requisition will go through the entire approval process again.

Return to Shared Folder
   This option returns the requisition back to the queue for a different approver to review.

Place on Hold
   This option places the requisition on hold until additional information can be obtained.

Reject Requisition
   o The requisition is canceled with the appropriate rationale and comments included.
   o If the goods and or services are still required, a new requisition must be created.
   o The pre-encumbrance is reversed when a requisition is rejected.

Note: Within requisitions with multiple levels of approvals that have the same approver listed on multiple levels, the approver **must** go to the last Departmental Approval they are listed on and expedite **prior** to approval.
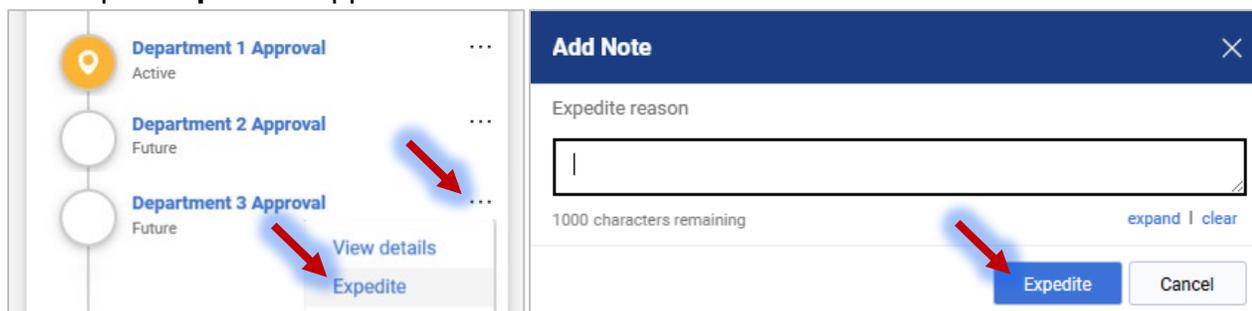
10. Click **Approve** to submit your departmental approval.